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AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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October 21, 2002

TO: Audit Committee  
FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY HISTORICAL  
LANDMARKS AND RECORDS COMMISSION**

**RECOMMENDATION**

The Audit Committee recommend to the Board of Supervisors (Board) that the Los Angeles County Historical Landmarks and Records Commission's sunset date be extended to June 30, 2005.

**BACKGROUND**

The Los Angeles County Historical Landmarks and Records Commission was established and has been continued by Board order pursuant to Chapter 3.30 of the Los Angeles County Code. The Commission considers and recommends to the Board local historical landmarks defined to be worthy of registration by the State of California Department of Parks and Recreation, either as "California Historical Landmarks" or as "Points of Historical Interest". The Commission may also comment for the Board on applications relating to the National Register of Historic Places. Since our last review, the Commission's workload has been reduced to reviewing sites within unincorporated areas only.

The Commission is designated, pursuant to Section 26490 of the Government Code, as a historical records commission for the purpose of fostering and promoting the preservation of historical records. It is also designated as the memorial plaque review committee of the County of Los Angeles to screen applications for donations of historical memorial plaques and recommending to the Board plaques worthy of installation as County property.

The Commission consists of five members, one appointed by each Supervisor. Commission members receive no compensation for attending meetings. The Commission is required to meet quarterly or as needed. During the review period, the

Commission held nine meetings, with an average attendance of three Commissioners per meeting. One member has not attended any Commission meetings since June 1999. In addition to the five appointed members, the following County department heads or staff members are ex officio members:

1. Director of the Department of Museum of Natural History
2. County Librarian
3. Registrar-Recorder/County Clerk
4. Executive Officer/Clerk, Superior Court

### **JUSTIFICATION**

During this review period, one of the two sites recommended by the Commission for historical designation was approved by the State and has been added to the National Register of Historical Places. In addition, the Commission studied the issue of a Historical Records Archival Project with emphasis on cost savings to the County. This project would involve creating a centralized records management facility. The Commission requested the Chief Administrative Office (CAO) to perform an economic and analytical review of the project. The Commission also appointed a sub-committee to develop a strategy to partnership with interested County departments and to request the Board's support for the project. Lastly, the Commission examined incorporation records (1923-1947) at the request of the County Public Library and memorialized the Bowl Performing Arts Complex (County of Los Angeles Cultural Landmark No. 1), including the placement of a plaque, at the Board's direction.

The Commission will continue to provide the public review process for National Register of Historic Places nominations in Los Angeles County and initial review of California State Point of Historical Interest nominations within the County's unincorporated areas. The Commission will also advise County departments and the Board on all issues relating to historic resources and provide public education and access to County historical records and resources. Furthermore, the Commission will promote the preservation of County historical records and resources by seeking the Board's approval to implement a historical records preservation program.

Please call me if you have any questions.

JTM:DR:RD  
Attachments

c: Jim Corbett, Manager, Commission Services  
Louis Skelton, Chair, Historical Landmarks and Records Commission

COMMISSION SUNSET REVIEW  
LOS ANGELES COUNTY HISTORICAL LANDMARKS AND RECORDS COMMISSION  
REVIEW COMMENTS

**Mission.** (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

Stated mission is as set forth in the ordinance creating the Commission.

**CONCUR**

**Section 1. Relevancy.** (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

The Commission reviews and evaluates properties, sites, and places for the California Historical Landmarks and Points of Historical Interest and the National Register of Historic Places. The Commission also fosters and promotes the preservation of historical records, screens applications for donations of historical memorial plaques, and recommends to the Board plaques worthy of installation on County property. In addition, the Commission advises County departments on matters relating to historical resources as well as promotes community access and involvement concerning such resources. **RELEVANT**

**Section 2. Meetings and Attendance.** (Are required meetings held and is attendance satisfactory?)

The Commission is required to meet quarterly or as needed. During the review period, the Commission held nine meetings, with an average attendance of three Commissioners per meeting. One member has not attended any Commission meetings since June 1999. **SATISFACTORY**

**Sections 3 and 4. Accomplishments and Results.** (Are listed accomplishments and results significant?)

- One of two sites recommended by the Commission for historical designation was approved by the State and has been added to the National Register of Historical Places.
- The Commission studied the issue of an Historical Records Archival Project with emphasis on cost savings to the County. This project would involve creating a centralized records management facility. The Commission requested the Chief Administrative Office (CAO) to perform an economic and analytical review of the project.

- The Commission has appointed a sub-committee to develop a strategy to partner with interested County Departments and to request the Board of Supervisors' support for the Historical Records Archival Project.
- The Commission also examined incorporation records (1923-1947) at the request of the County Public Library and memorialized the Bowl Performing Arts Complex (County of Los Angeles Cultural Landmark No. 1), including the placement of a plaque, at the direction of the Board of Supervisors.

**SATISFACTORY**

**Section 5. Objectives.** (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

The Commission's objectives are:

- To continue to provide the public review process for National Register of Historic Places nominations in Los Angeles County and initial review of California State Point of Historical Interest nominations within the unincorporated areas of the County.
- To advise County Departments and the Board of Supervisors on all issues relating to historic resources.
- To provide public education and access to County historical records and resources.
- To promote the preservation of County historical records and resources by seeking the Board's approval for a historical records preservation program.

**RELEVANT**

**Section 6. Resources.** (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

The Historical Landmarks and Records Commission does not have a separate budget. **WARRANTED**

**Section 7. Recommendation.**

**EXTEND THE SUNSET REVIEW DATE FOR THE HISTORICAL LANDMARKS AND RECORDS COMMISSION TO JUNE 30, 2005.**

**LOS ANGELES COUNTY HISTORICAL LANDMARKS AND RECORDS COMMISSION  
ATTENDANCE RECORD**

Commissioner	Nominated By	6/30/99	9/30/99	12/31/99	3/31/00	6/30/00	9/30/00	12/31/00	3/30/01	6/30/01	9/30/01	12/31/01	3/31/02	6/30/02	Totals	% Attend
Number of Meetings per Quarter →		2	1	0	1	1	1	1	0	0	1	0	0	1	9	
Mr. E. Michael Diaz	First District	2	0	0	0	0	0	0	0	0	0	0	0	0	2	22%
Ms. Helen Jean Monteilh	Second District	1	1	0	1	1	1	1	0	0	1	0	0	1	8	89%
Mr. Stephen J. Sass	Third District	2	1	0	1	0	1	1	0	0	0	0	0	0	6	67%
Mr. Louis E. Skelton	Fourth District	2	1	0	1	1	1	1	0	0	1	0	0	1	9	100%
Ms. Ivy Sun	Fifth District	0	1	0	0	1	1	0	0	0	0	0	0	1	4	44%
<b>Totals</b>		<b>7</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>29</b>	
Average Attendance per Meeting →															<b>3.2</b>	